



# Application for Site Plan Agreement

(Section 41 of the Planning Act, R.S.O. 1990, c. P.13, as amended)

For Use by Principal Authority	
File Number:	<input type="checkbox"/> Major Application - _____
Roll Number:	<input type="checkbox"/> Minor Application - _____
Pre-consultation Completed:	<input type="checkbox"/> Waterfront Application - _____
Deemed Complete:	<input type="checkbox"/> Site Plan Deposit - _____
	<input type="checkbox"/> Site Plan Registration Fee - _____
	<input type="checkbox"/> Site Plan Fee – ORCA \$ _____

Application for Site Plan Agreement		
<p>The undersigned hereby applies to the Council for the Township of Selwyn under Section 41 of the <i>Planning Act</i> for approval as described in this application.</p>		
Owner Information		
Name of Owner(s):		
Address (Building/Fire Number, Street Name)		
City, Province, Postal Code		
Phone:	Cell:	Fax:
Email:		
Agent Information (if authorized by the owner):		
Name of Agent:		
Address (Building/Fire Number, Street Name)		
City, Province, Postal Code		
Phone:	Cell:	Fax:
Email:		

<b>Encumbrances:</b>				
If known, the name(s) and addresses of holder(s) of any mortgages, charges or other encumbrance(s) in respect to the subject lands:				
<b>Planning Information:</b>				
<b>Official Plan</b> – current designation of the subject land:				
<b>Zoning By-law</b> – current zoning of the subject land:				
<b>Present Use of Subject Lands:</b>				
<b>Property Information:</b>				
<b>Legal Description of the subject land:</b>				
Lot	Concession	Ward	Registered Plan No.	Lot/Block
Street Address			Reference Plan	Part Number
<b>Dimensions of Lands</b> (in metric units):				
Road Frontage:		Depth:	Area:	
Water Frontage:		Width:		
<b>Access</b> – to the subject land is by:				
<input type="checkbox"/> Municipal Road – Year Round		<input type="checkbox"/> Private Road		
<input type="checkbox"/> County Road		<input type="checkbox"/> Right-of-way		
<input type="checkbox"/> Provincial Highway				
<input type="checkbox"/> Other (specify): _____				
<b>Water</b> is provided to the subject land by:				
<input type="checkbox"/> Privately-owned/operated individual well		<input type="checkbox"/> Publicly-owned/operated piped water system		
<input type="checkbox"/> Privately-owned/operated communal well		<input type="checkbox"/> Lake or other water body		
<input type="checkbox"/> Other (specify): _____				
<b>Sewage Disposal</b> is provided to the subject land by:				
<input type="checkbox"/> Privately-owned/operated individual septic system		<input type="checkbox"/> Publicly-owned/operated sanitary sewage system		
<input type="checkbox"/> Privately-owned/operated communal sewage system		<input type="checkbox"/> Privy		
Does the application permit development on Privately owned/operated individual or communal septic system and more than 10,000 litres of effluent would be produced per day as a result of the development being completed:				<input type="checkbox"/> Yes <input type="checkbox"/> No

**Storm Drainage** is provided to the subject land by:

- |                                 |   |
|---------------------------------|---|
| <input type="checkbox"/> Sewers | <input type="checkbox"/> Ditches          |
| <input type="checkbox"/> Swales | <input type="checkbox"/> Other (specify): |

**Surrounding Land Uses** – describe the existing uses of the surrounding lands.

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

**Existing Buildings – Structures** – Where there are any buildings on the subject land, provide a sketch and indicate for each (in metric units). ***Please be aware that an up-to-date location survey will be required for most applications.***

Type: _____	Front lot line setback: _____	Height in metres: _____
Date Constructed: _____	Rear lot line setback: _____	Dimensions: _____
_____	Side lot line setback: _____	Floor Area: _____
_____	Side lot line setback: _____	Coverage: _____
Use of Building: _____		

Type: _____	Front lot line setback: _____	Height in metres: _____
Date Constructed: _____	Rear lot line setback: _____	Dimensions: _____
_____	Side lot line setback: _____	Floor Area: _____
_____	Side lot line setback: _____	Coverage: _____
Use of Building: _____		

Type: _____	Front lot line setback: _____	Height in metres: _____
Date Constructed: _____	Rear lot line setback: _____	Dimensions: _____
_____	Side lot line setback: _____	Floor Area: _____
_____	Side lot line setback: _____	Coverage: _____
Use of Building: _____		

*Please attach additional sheet if required.*

<b>Proposed Uses and Buildings:</b>			
Proposed Uses of subject land:			
<b>Proposed Buildings/Structures</b> – where any buildings or structures are proposed to be built on the subject land indicate for each (in metric units):			
Type: _____	Front lot line setback: _____	Height in metres: _____	
Date to be constructed: _____	Rear lot line setback: _____	Dimensions: _____	
	Side lot line setback: _____	Floor Area: _____	
	Side lot line setback: _____	Coverage: _____	
Use of Building: _____			
Type: _____	Front lot line setback: _____	Height in metres: _____	
Date to be constructed: _____	Rear lot line setback: _____	Dimensions: _____	
	Side lot line setback: _____	Floor Area: _____	
	Side lot line setback: _____	Coverage: _____	
Use of Building: _____			
Type: _____	Front lot line setback: _____	Height in metres: _____	
Date to be constructed: _____	Rear lot line setback: _____	Dimensions: _____	
	Side lot line setback: _____	Floor Area: _____	
	Side lot line setback: _____	Coverage: _____	
Use of Building: _____			
<b>Parking/Loading</b>			
Existing Number of Parking Spaces: _____		Proposed Number of Parking Spaces: _____	
Existing Number of Barrier Free Parking Spaces: _____		Proposed Number of Barrier Free Parking Spaces: _____	
Existing Number of Loading Spaces: _____		Proposed Number of Loading Spaces: _____	
Surface Treatment of Parking Area (i.e. asphalt, gravel, etc.): _____			
Parking Area Coverage: _____		Landscaped Coverage: _____	

## Drawing Details:

A professional architect or engineer shall prepare all site plan drawings for major site plan applications, as defined by the Township of Selwyn by By-law No. 2023-025 as follows:

A major site plan application involves the proposed development of any new building other than an accessory or temporary building, including building additions which:

1) For non-residential buildings have:

- i) A gross floor area greater than that of the existing building to which it is being added; or
- ii) A gross floor area greater than 500 square metres

- or -

2) Comprise residential development with five (5) or more dwelling units.

A major site plan application also includes any works associated with the above noted buildings or building additions.

### Notes:

- i) The owner/agent is required to submit a full set of all plans in **digital format (.pdf)**.
- ii) The plans shall show a north arrow, a scale and be in clear reproducible format;
- iii) **The plans shall have regard for Ontario Regulation 413/12 made under Accessibility for Ontarians with Disabilities Act, 2005.** This shall include, but not be limited to, providing appropriate designated parking spaces and unobstructed building access features.

**A survey or scaled drawing in metric should be submitted with the application as follows:**

### 1) Site Plan

The following information must be shown on the site plans for review by the Township:

- Proposed location, height, dimensions and uses of all buildings and structures including massing, conceptual design and general type of building materials and the use of all remaining lands on site;
- Facilities to provide access to and from the lands such as ramps, curbing's, and traffic direction signs;
- Off-street vehicular traffic loading and parking facilities (including barrier free parking), either covered or uncovered, access driveways (including driveways for emergency vehicles) and the surfacing of such areas and driveways;
- Walkways including surfacing thereof and all other means of pedestrian access;
- Facilities of the lighting (including Flood Lighting, of the lands, or of any building or structures thereon);
- Exterior fascia, pylon and other signage;
- All exterior industrial, commercial and institutional building, site and sign illumination shall be "dark sky friendly" and certified as shown by a qualified illumination professional;
- Retaining walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the land or the protection of the adjoining lands (e.g. planting and landscape strips, etc.)
- Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage, waste and snow as applicable;

- Grading or alteration in elevation or contour of the land and provisions for the disposal of storm surface and water from the land and from any buildings or structures thereon;
- Road widening and/or easements required by the municipality;
- A zoning information matrix providing information as to how applicable requirements of the zoning by-law are to be satisfied (i.e. parking, building floor area, parking area, landscaped area, required setbacks, lot coverage, number of units, etc.)

**2) Landscaped Plan**

- As part of the site plan, or separately, landscape plan details are also required. Location, types and sizes of all plants should be indicated, and area to be sodded, seeded, retained in a natural state, etc. should be clearly delineated. Any fencing and/or retaining walls shall also be shown. A landscape architect is required to prepare this plan for major site plan applications.

**3) Elevation Plans**

- Dimensions drawings illustrating the design of all sides of the development.

**4) Site Servicing, Grading and Drainage Plans**

As part of the Site Plan Review Process, site servicing, grading and drainage plans may be required. Requirements for this approval may include provision of a stormwater management report and/or appropriate stormwater attenuation measures. A qualified Professional Engineer is required to prepare this report.

Approval of these plans will occur concurrently with the site plan. The following information must be submitted to the Township for review and approval and may be included on the site Plan or on a separate plan:

- Stormwater Management Facilities, such as catch basins, storm sewer, rooftop detention and parking lot detention. On some sites, detailed Stormwater Management Report, in digital format (.pdf), must also be submitted;
- Location of private well (if applicable);
- Sanitary sewers and service connection, including existing services on abutting streets (if applicable);
- Location of private sewage disposal system (if applicable);
- Watermains, service connections and hydrants, including existing services or abutting streets (if applicable);
- If the project abuts a Provincial Highway or a County Road, the applicant shall contact the Ministry of Transportation to determine whether any additional setbacks, road widening, or permits, etc. will be necessary, and the Township shall be informed that any such requirements have been satisfied;

**5) Peer Review**

- Peer review clearance letter for technical reports and plans, as required.

**Pre-consultation**

Applicants are advised to request a mandatory pre-consultation meeting with staff or the Planning Department, prior to the submission of the application to gain preliminary planning review and direction. Detailed information of the proposed development, lot characteristics, surrounding land uses and natural features are required at the pre-consultation stage. Failure to undertake pre-consultation may result in delays in the processing of the application as planning staff may be unable to determine the completeness and accuracy of the applications. To ensure a timely and complete review, all required information should be submitted at the time of the application.

**Security**

As a condition of site plan approval, the Owner must develop the land in accordance with the approved plan(s), and provide required facilities such as landscaping, at their expense. To guarantee the installation and maintenance of required facilities a suitable bond or letter of credit from the owner may be required.

**The applicant hereby acknowledges and agrees:**

- a) To reimburse the Municipality for any costs incurred in processing the application which are above and beyond the amount of the application fee;
- b) If required by the Municipality to pay a deposit in addition to the application fee, prior to the processing of this application to cover anticipated professional and other processing costs beyond the normal application requirements;
- c) That plans submitted in conjunction with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and related regulation. It is the responsibility of the owner/agent and designer to ensure that all plans submitted with the application comply with the basic requirements of the O.B.C. If you need assistance in determining whether your plans comply with the O.B.C. please contact the Building Department.
- d) That there may be additional approvals (i.e. minor variance application, building permit, etc.) and additional fees and charges (i.e. building permit fees, development charges) associated with any development approved in conjunction with this application; and
- e) That the agent/owner may be required to provide additional information that will assist the Township in assessing this application. Applicants and agents acknowledge that the Township may not be able to process the application unless additional information is submitted.

**Notice of Collection**

Personal information contained in this form and schedules collected will be used in the administration of the application and information contained herein may be available to the public in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions regarding this collection and its release under the Act should be directed to the Township of Selwyn, Attention: Clerk, P.O. Box 270, Bridgenorth, Ontario K0L 1H0, telephone 705-292-9507 ext. 221 during business hours.

**Consent of the Owner to the use and Disclosure of Information and Supporting Documentation**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and I understand the information and any reports/studies and supporting documentation submitted in support of this application may be disclosed to the public in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

**Authorization by Owner**

I, the undersigned, being the owner of the subject land, hereby, authorize, \_\_\_\_\_  
to be the applicant in the submission of this application. (Agent)

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Signature of Witness)

Date: \_\_\_\_\_

**Declaration by Owner or Applicant**  
Below section to be completed in person in the presence of a commissioner

I, \_\_\_\_\_ of the \_\_\_\_\_  
(owner or applicant) (Township, Village, City, etc.)

in the \_\_\_\_\_ Solemnly declare that:  
(County, Province, etc.)

**All the statements contained in this application and provided by me are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.**

\_\_\_\_\_  
(Signature of Owner or Applicant)

**Commissioner**  
Below section to be completed in person by the commissioner

Declared before me at \_\_\_\_\_ in the  
(Township, Village, City, etc.)

\_\_\_\_\_ this \_\_\_\_\_ day  
(County, Province, etc.) of \_\_\_\_\_

\_\_\_\_\_  
(Signature of Commissioner, etc.)

*This application must be accompanied by the site plan application fee. The Otonabee Region Conservation Authority's (ORCA) fee must also accompany the application. Please contact the Township Planning Department at [planning@selwyntownship.ca](mailto:planning@selwyntownship.ca) for additional information.*